

City Manager's Office

Mission. The City Manager is responsible for implementing the policy direction of the City Council in an efficient and responsive manner. The City Manager submits the annual budget, advises the City Council on matters affecting the City, administers and oversees City operations, and appoints and removes City personnel.

Overview. The City of Wichita has operated under the Council-Manager form of government since 1917. The City Manager's Office has responsibilities for all matters involving the City, but has sole responsibility in several areas.

Responsiveness to citizens is one of the most prominent responsibilities. The Manager's Office handles numerous contacts each day, ranging from telephone and electronic mail inquiries to faxes. On average, the Manager's Office receives about 250 telephone contacts, 100 faxes, and 50 letters per day from citizens and business people requesting information or assistance.

Another key duty of the Manager's Office is assisting the Council with special projects and research assignments. Some recent projects have included staffing the Regional Area Economic Partnership (REAP), an organization serving to unite cities and counties in south-central Kansas on issues of mutual interest and economic growth; coordinating public information sessions to discuss the benefits and impacts of annexation on affected residents; and organizing meetings with

neighborhood residents to discuss planned improvements to remediate the Bayley Street rail corridor problem (an area where the rail line had been constructed in the street right of way).

An ongoing project is reinventing the process by which City Hall connects with neighborhoods. Current plans call for the development of "mini City Halls" in the quadrants of the City in order to become more connected and responsive to neighborhood and citizen needs. City Manager's Office staff is also working on the redesign of the City Council chambers. The redesigned chambers will better incorporate the use of technology for the presentation of agendas and reports, provide better accessibility for disabled citizens, improve the quality and functionality of the sound system, and provide a more ergonomic and aesthetically pleasing environment for citizens, Council members, and City staff.

Other duties of the City Manager's Office include the preparation of agendas for weekly Council meetings; the staffing of various boards, commissions, and task forces; and the oversight of the nondepartmental programs and activities.

Finance and Operations. The 2000-2001 budget reflects few changes. The largest changes are in personal service costs due to retirements and new hires. Nearly 90 percent of the City Manager's Office budget are personnel costs.

City Manager's Office Budget Summary

	1998 Actual	1999 Adopted	1999 Revised	2000 Adopted	2001 Approved
Personal Services	353,015	485,930	404,170	468,960	476,130
Contractual Services	55,071	50,080	52,000	53,440	53,440
Commodities	4,400	6,100	4,100	4,100	4,100
Capital Outlay	0	0	0	0	0
Other	0	0	0	0	0
Total City Manager's Office Expenditures	412,486	542,110	460,270	526,500	533,670
Position Summary					
Total full-time	6	6	6	6	6
Total part-time	0	0	0	0	0
Total FTE	6	6	6	6	6